

# *REDEVELOPMENT AGENCY OF THE CITY OF PLEASANT HILL*

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## **SPECIAL SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA FOR PROJECTS PROPOSED WITHIN REDEVELOPMENT PROJECT AREAS**

### Background

The City of Pleasant Hill Community Development Department staff, Planning Commission and Architectural Review Commission are charged with the primary responsibility of reviewing and approving all development projects within the City, which of course encompasses the territory included in the City's two Redevelopment Project Areas.

The Redevelopment Agency (the members of which are the City Council members) is ultimately responsible for assuring that development within the Redevelopment Project Areas conforms to the adopted Redevelopment Plans. While development within the Project Areas will continue to be approved under the auspices of the Community Development Department staff and Commissions, the Agency may give guidance on a particular question or determine the acceptability of a given proposal.

Also, in some instances, the Agency may initiate development proposals by designating selected non-conforming properties for development or redevelopment to bring them into conformance with the Redevelopment Plans. Reasons for requiring the development or redevelopment of property would include the need to correct deteriorating conditions or inappropriate land uses, to facilitate desirable overall development, to install public improvements, or to assemble properties for a larger scale development.

In such cases the owners of the designated properties are first afforded the opportunity to undertake the redevelopment themselves, per the provisions of the Agency's Owner Participation Rules. If a property owner is selected to develop or redevelop his or her own property, the Agency would enter into an Owner Participation Agreement with the property owner. An Owner Participation Agreement sets out the specific obligations of the owner, and the Agency, and typically addresses such points as the type and scope of the development, schedule for initiating and completing development, the involvement of the Agency, if any, in such areas as on-site or off-site improvements, project financing, coordination with other developments, etc.

If an owner is not selected to develop the designated non-conforming property, the Agency may solicit proposals from qualified developers. In this instance the Agency may purchase the property from the owner and then resell it to the selected developer. The details of this transaction, and all other developer and Agency obligations, would be set out in a Disposition and Development Agreement. This document is similar to an Owner Participation Agreement except that the property transfer to an outside developer is involved.

The Owner Participation Agreement and Disposition and Development Agreement address issues that are outside the scope of the Community Development Department, Planning Commission and Architectural Review Commission review and approval process. The owner or developer is still, however, obligated to obtain any required approvals for development from the Community Development Department, Planning Commission or Architectural Review Commission.

The Agency may consider certain questions or development proposals from owners or developers and give guidance or make policy determinations without requiring a full application for the eventual project to be made to the Community Development Department. However, the staff may require the potential applicant to furnish any such information to the Agency that it deems necessary for the Agency to knowledgeably evaluate the question or proposal.

Depending on the needs of the owner or developer and with the permission of the Agency, the owner or developer may proceed through the City Planning approval process concurrently with the Agency consideration of the owner's or developer's proposal and the preparation of the Owner Participation Agreement or Disposition and Development Agreement.

### Submittal Requirements

The Community Development Department requires the submittal of certain information in support of any application made to the Department, the Planning Commission or Architectural Review Commission. A copy of these general Submittal Requirements may be obtained from the Community Development Department. In addition to this information, the Agency may require any such additional information it deems necessary, including but not limited to:

1. Applicant's Project Experience and Financial Capabilities.
2. Project Financial Pro-forma.
3. Project Financing Information.
4. Project Schedule/Phasing.
5. Property Title Searches/Ownership Information.
6. Property Appraisals.
7. Designer's and Contractor's Experience and Qualifications.
8. Design Guidelines.
9. Request for Agency Assistance - Administrative and/or Financial, On-site or Off-site.
10. Proposed Language of Owner Participation Agreement or Disposition and Development Agreement.

## Project Evaluation

The process of Agency evaluation of projects or proposals may be initiated by:

- a) Agency call-up of a project proceeding through the City Planning process, or
- b) Agency designation of property as non-conforming to the Redevelopment Plan (followed by proposals by either property owner or developer), or
- c) A question or proposal posed to the Agency.

The Agency will determine whether to consider a submittal or whether to refer the entire matter or elements of it to the Community Development Department staff, Planning Commission or Architectural Review Commission for evaluation and recommendation. The Agency may consider any matter in Study Session, Regular Session or Public Hearing, alone or in joint session with the Planning Commission or Architectural Review Commission. The Redevelopment Agency initially determines the conformity or non-conformity of a project proposal with the goals and objectives of the City's Redevelopment Plans. The proposal may then be referred to the Planning Commission or Architectural Review Commission for normal processing and approvals. The Redevelopment Agency ultimately approves any use or development proposal which further involves Agency powers or resources, as with an Owner Participation Agreement or Disposition and Development Agreement.

Depending on the nature and scope of the proposal the Agency may require an environmental impact assessment, up to and including an Environmental Impact Report, prior to full consideration of a proposal.

The criteria to be used by the Agency in evaluating proposals may include, but not be limited to, the following:

- a) Extent of relief of Project Area blighted conditions.
- b) Economic benefit to the community.
- c) Generation of property tax increment revenues.
- d) Need for Agency financial assistance.
- e) Environmental impacts.
- f) Need for property acquisition.
- g) Architectural and planning quality.
- h) Community need for use or uses.
- i) Strength and experience of applicant.
- j) Need for Agency, City or other public agency improvements or services.
- k) Social impacts on community.